

<b>ROP 7: PHYSICAL SECURITY</b>	Page 1 of 1	
<b>Division of Forensic Science</b> <b>Regional Operating Procedure</b>	Amendment Designator:	
	Effective Date:	9-February-2004
<p style="text-align: center;"><b>ROP 7: PHYSICAL SECURITY</b></p> <p><b>7.1 PURPOSE</b></p> <p>7.1.1 The purpose of this ROP is to define and document the delegation of the security control/monitoring and DFS facility access authorizations in the Central Laboratory in accordance with Quality Manual Section 16.3</p> <p><b>7.2 RESPONSIBILITIES</b></p> <p>7.2.1 The Deputy Director or his/her designee is responsible for maintaining account of all access cards and keys issued to DFS Central Laboratory spaces, and for the programming and monitoring of the computerized access control/alarm monitoring system.</p> <p>7.2.2 Access cards and keys will be issued based on the access level determined by the Central Laboratory Director, Deputy Director and/or Division Director.</p> <p><b>7.3 DELEGATION</b></p> <p>7.3.1 Section Chiefs and/or Section Supervisors will be responsible for accountability of their section's keys to personal evidence lockers, section evidence room(s), and refrigerators and freezers containing evidence.</p> <p>7.3.2 The Information Technology ( IT) Section Chief and his/her staff will maintain the computerized access control/alarm monitoring system and issue access cards to individuals as authorized in Section 7.2.2.</p> <p>7.3.2.1 The IT staff shall maintain a record of all assigned access cards and the level of access authorized to individuals in accordance with Section 7.2.2.</p> <p>7.3.3 The Facility Manager will issue keys as authorized in Section 7.2.2, and maintain a log of all issued keys.</p> <p>7.3.3.1 The Facility Manager will maintain and account for access cards assigned to him for temporary issuance to contractors.</p> <p>7.3.4 The Forensic Office Manager II and/or the Forensic Administrative Specialist III (CF230) will maintain and account for cards for temporary issuance to staff or visitors.</p> <p>7.3.5 The Security Section Supervisor will maintain and account for assigned cards for temporary issuance to contractors.</p> <p>7.3.6 The Section Chief and/or Section Supervisor for the Forensic Training Section will maintain and account for assigned access cards for temporary issuance to Forensic Academy students.</p> <p>7.3.7 The Section Chief and/or Section Supervisor for the Breath Alcohol (BA) will maintain and account for assigned access cards for temporary issuance to outside BA Instructors.</p> <p style="text-align: right;">◆ End</p>		